

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES		
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. M-5-M6-51-EL-G01 000		5. PROJECT NO. (If applicable)	
6. ISSUED BY Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745 DELANCY, APRIL C 202-283-1147		CODE IRS0088		7. ADMINISTERED BY (If other than Item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) TO ALL OFFERORS . ., DC . Vendor ID: 00055905				(x)		9A. AMENDMENT OF SOLICITATION NO. TIRNO-05-R-00007	
				X		9B. DATED (SEE ITEM 11) 01/04/2005	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ___3___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See SF30 Continuation Sheet

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

SF30 CONTINUATION SHEET

The following questions have been received regarding the referenced solicitation and are answered below for your information. The closing date for the solicitation remains unchanged. All other terms and conditions remain unchanged.

1. Q: Does the IRS have an incumbent contractor supporting this effort or is this a new requirement?

1. A: No, this is a new requirement.

2. Q: Will contractor personnel be expected to reside at IRS facilities for the duration of the initial task?

2. A: No

3. Q: Reference Section 2 "Additional Helpful Information" - is the IRS Leadership Competency Model and Leadership Development Model and descriptions currently available to the public?

3. A: No, this information is used internally within the IRS and is not posted anywhere for public use.

4. Q: In the SOO, page 3, number 7, initial task order, it states "majority of these executives are located in the Washington DC and Atlanta, GA areas." Identify any other areas where IRS executives for this effort are located.

4. A: Executives could be selected from any of our offices located nationwide; however, as stated in the SOO, there would be very few not located in the Washington, DC or Atlanta areas.

5. Q: . In the SOO, page 3 under #1 of b. initial task order, it states, "...referencing interviews shall be conducted with their superiors, peers, subordinates and where appropriate with external customers...". In the SOO, page 3, number 7, initial task order, it states "...75 to 100 executives...". Can we assume that there may be 4-6 referencing interviews for each executive?

5. A: Yes

6. Q: Please provide the approximate number of total interviews for the initial task order.

6. A: Per your example, if each executive required a minimum of 4 and a maximum of 6 referencing interviews in addition to their own, and you conduct the assessment on 100 executives, that would give you an approximate minimum of 500 and maximum of 700 interviews. The actual number of executives assessed and interviews required will be determined in coordination with the vendor.

7. Q: Did a contractor support the IRS in developing the Succession Planning Resource Center (SPRC)? If so, please provide the name of the contractor(s).

7. A: No, it was developed internally.

8. Q: Which IRS group was responsible for the initial design of the SPRC and what year did it start operating?

8. A: SPRC was developed by the Executive Resources Board (ERB) and the Executive Services office and was implemented in 2001.

9. Q: Who is the current director of the IRS Succession Planning Resource Center (SPRC) and is it based at the IRS Human Capital offices in Crystal City (Arlington) Virginia?

9. A: Executive Services is responsible for the program and is located in the IRS headquarters main building, at 1111 Constitution Avenue, NW, Washington, DC

10. Q: **Award** - Please advise if the IRS anticipates making a single award or multiple award from this RFP.

10. A: A single award is anticipated.

11. Q: **Price** - section III, 1(l) states that the offeror shall propose "a price" for the initial task". Please advise if the first task order will be issued as a firm fixed price. Also, will subsequent task orders will be issued as firm fixed price or time and materials?

11. A: All task orders will be issued as firm fixed price

12. Q: **Price** - section III, 1 (l) only asks for fully burdened labor rates. Will the IRS accept proposals based on an existing GSA schedule or another approved GWAC?

12. A: Yes

13. Q: **Subcontracting Plan** - Section III, 1(k) and Attachment B describe a subcontracting plan with specific percentage goals for utilizing small business concerns. If the IRS accepts use of an existing GWAC, please advise if the approved subcontracting plan for that GWAC may be used to comply with this requirement.

13. A: Yes

14. Q: **Experience** - Section III, 1(i)(4) identifies a list of information to be provided for each project listed for experience. Can we assume that this list is intended to apply to "firm" references provided by the offeror and subcontractors and not to projects listed in the resumes of Key Personnel? It would appear that information about projects cited in Key Personnel resumes is covered under (3) Key Personnel Experience and under Section III, 1(j) Past Performance.

14. A: Yes. This section refers to the offeror's corporate experience

15. Q: **Past Performance: Offeror, Subcontractor and Key Personnel** - Section III, 1(j) requires that we submit two references for each project cited in the proposal. Please confirm that every project cited in Key Personnel resumes must include the name of two references and relevant contact information – not just those projects that are identified as most relevant to this project.

15. A: Section III, 1, (j)(3) states that resumes should reflect only the similar and same work offered. References should pertain to that similar or same work.